

eCertification Overview as of 02/23/2015

eCertification

- This process allows for electronic certification or decline of time statements by employees and electronic approvals or rejections by the employee's approver. The approvers are those listed on the employee's position in the "reports to" relationship. Substitutions and CATS forwards are also utilized.
- This optional process replaces the printed time statement. All certified time statements will be stored and can be printed by timekeepers or HR if necessary for audits etc.

Pre-Requisites

- **Employees must be designated as eCert via ZP236** for the beginning of a pay period. Once this transaction is run, it will create an eCert Description on the employee's position. After security runs overnight, the employee will receive the eCert flag and will be able to electronically certify their time statements. A supervisor does not need the eCert flag to approve time statements.
- **Time entry can only be entered via PTMW, CATS, or LEO for all eCert employees.**
- **All eCert employees must have a valid email address on their Communication record; IT 0105 Sty 0010. The agency does not have to be on statewide email, however, there must be a valid work email address.** The work email address can be added by the employee in LEO or by Human Resources via PA30. If there is not a valid email address, the employee cannot view or certify their time statements.
- All eCert employees must have a reports to relationship on their position.

Employee Process

- On Payroll Monday after 1:00 pm, employees with the eCert flag will be able to log into LEO, select the time statement that needs to be reviewed, and choose **Certify** or **Decline**. The message column will state "No Action Taken" on each pay period that needs to be certified. The Detailed Time Statements are under menu My Info > Time > Detailed Time Statements. As a reminder, the employee will receive an email notification to certify their time statements.
- If certified, an email will be sent to the approver stating that the time statement has been certified. The notification will state the specific pay period and employee.
- If declined, the employee should contact the timekeeper and/or supervisor to have the time entries corrected.
- Action on the time statement must be taken by 10:00 pm on Wednesday of pay week. If no action is taken by this time, the time statement will be locked preventing certification.
- Employees that need to take action on a time statement(s) that has been locked (employee returns from FMLA leave, returns from vacation, etc.) are required to contact their timekeeper or employee administrator, who will need to unlock the statement(s) via ZP241. If the statements are unlocked and no action is taken by the next Wednesday of pay week, it will automatically be made locked again.

NOTE: A certifiable time statement is **not** available for printing through LEO. If a printed copy is needed, one may be obtained from HR or the Timekeeper.

Approver Process

- On Payroll Monday after 1:00 pm, approvers will be able to log into LEO under My Info > Time > CATS/LEO - Approve eTime Statements to approve/reject an employee's time statement. This action can only take place after the employee has certified their time statement. If approval or reject is attempted prior to certification on Monday, the approver will receive an error message. After payroll runs Monday night, approvers can approve time statements that have not yet been certified. Once the employee returns to work (i.e. return from FMLA), he/she should promptly certify any pending statements. If the employee is not expected to return to work due to a separation, the approver should add a comment in the Approver Notes stating this additional information.
- If rejected, the supervisor will need to contact the timekeeper and have the time entries corrected.
- The approval screen will track a percentage of certified time statements complete for that approver's employees.
- Action on the time statement must be taken by 10:00 pm on Wednesday of pay week. If no action is taken by this time, the time statement will be locked preventing approval. Approvers that need to take action on a time statement(s) are required to contact their timekeeper or employee administrator, who will need to unlock the statement(s) via ZP241. If the statements are unlocked and no action is taken by the next Wednesday of pay week, it will automatically be locked again.

Timekeeper and Employee Administrator Process

- Timekeepers and employee administrator will use **ZP241** to audit progress and identify:
 - Employees who have or have not certified/declined
 - Approvers who have or have not approved/rejected
 - Locked timesheets
 - Employees who have prior period adjustments (*Changed After*).
- Time statements may still be printed and signed if there becomes a need to do so via **ZT24e**.
- When PPAs are entered, the employee will receive an email indicating that the time statement has been changed after it was certified. *Agencies can choose to have the employees recertify, thereby restarting the process.* PPAs will not alter the original detail on the time statement that has been stored. When PPA entries are made, a second version of the timesheet is created and the PPA entries will be reflected in an Adjusted Time and Attendance box on the time statement. This box will show **all** current entries on the Time File. The second version of the timesheet is also stored and available for printing if needed. If the agency elects for their employee's not to recertify, the manual PPA process should be part of the agency's policies and procedures.

Approver - Pay Period Selection Screen

- Total EEs - Total employees reporting to approver (*including substitutions and forwards*)
- eCert EEs - Total employees reporting to approver that have the eCert flag
- Certified - Total eCert employees who have certified their time statement
- Approved - Total eCert employees whose time statements have been approved

- ChangedAfter - Indicates an eCert employee has a prior period adjustment and the adjusted version on the time statement has not yet been certified
- eCert – percentage of Certified column minus Changed After column divided by eCert EEs column

eApprove Pay Period Selection

Show 10 entries

Search:

Select	Pay Period	From Date	To Date	Total EEs	eCert EEs	Certified	Approved	ChangedAfter	eCert
<input type="checkbox"/>	17-2014	08/04/2014	08/17/2014	9	8				0 %.
<input type="checkbox"/>	16-2014	07/21/2014	08/03/2014	9	8	8	8		100%.
<input type="checkbox"/>	15-2014	07/07/2014	07/20/2014	9	8				0 %.
<input type="checkbox"/>	14-2014	06/23/2014	07/06/2014	9	8				0 %.
<input type="checkbox"/>	13-2014	06/09/2014	06/22/2014	8	8				0 %.
<input type="checkbox"/>	12-2014	05/26/2014	06/08/2014	8	8				0 %.
<input type="checkbox"/>	11-2014	05/12/2014	05/25/2014	8	8				0 %.
<input type="checkbox"/>	10-2014	04/28/2014	05/11/2014	8	8				0 %.
<input type="checkbox"/>	09-2014	04/14/2014	04/27/2014	8	8				0 %.
<input type="checkbox"/>	08-2014	03/31/2014	04/13/2014	8	8				0 %.

Showing 1 to 10 of 53 entries [View Time Statements](#)

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Approver – eApprover Page

- Approve – box will only show for eCert employees
- Reject – box will only show for eCert employees
- Approver Notes – These are displayed on ZP241
- Personnel Number
- Name
- eCert – A “Y” indicates the employee has the eCert flag
- Cert Status – Indicates if the employee has certified, declined, or taken no action
- Appr Status – Indicates if the approver has approved, rejected, or taken no action

- Date Appr – Date approval action was taken
- Changed After Cert – An “X” indicates that the employee has a prior period adjustment
- Lock – Indicates the employee’s time statement is locked due to no action
- eTime – Clicking on the “X” opens each employee’s detailed time statement

eApprove Page

For pay period 24-2014

Show 10 entries

Search:

Approve	Reject	Approver Notes	eTime	Pers No.	Name	eCert	Cert. Status	Date Cert.	Appr. Status	Date Appr.	Chg After Cert	Lock
<input type="checkbox"/>	<input type="checkbox"/>		X	00000001	SHAUNDA	Y						
<input type="checkbox"/>	<input type="checkbox"/>		X	00000002	HAZEL	Y						
<input type="checkbox"/>	<input type="checkbox"/>		X	00000003	STEVEN	Y	Certified	12/09/2014				
<input type="checkbox"/>	<input type="checkbox"/>		X	00000004	JOHN	Y						
<input type="checkbox"/>	<input type="checkbox"/>		X	00000005	CHARMETRA							
<input type="checkbox"/>	<input type="checkbox"/>		X	00000006	JADE	Y						
<input type="checkbox"/>	<input type="checkbox"/>		X	00000007	ANGELA	Y						
<input type="checkbox"/>	<input type="checkbox"/>		X	00000008	CHRIS	Y						
<input type="checkbox"/>	<input type="checkbox"/>		X	00000009	DASINY	Y						

Showing 1 to 9 of 9 entries

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Employee - Pay period selection

This remains the same as the current selection box for the Detailed Time Statement. Messages have been added for eCert employees.

- Select – allows the user to choose a pay period to certify. Click on the box to place a check mark in the box and then select the View Time Statements button at the bottom of the screen.
- Pay Period – States the pay period and year
- From Date – Beginning of the Pay Period
- To Date – Ending of the Pay Period
- Message – States the status of the Time Statement (Printable Only, No Action Taken, Changed After Certification, Present Period, and Locked)
 - Printable – employee isn’t eCert for this pay period, can only print the time statement, and must physically sign to certify

- No Action Taken – electronic time statement has not been certified by the employee
- Changed After Certification – a timekeeper or Human Resources has made a time for the employee's time file
- Present Period – current pay period
- Locked – no action taken and the time statement has been locked; the employee will need to contact the timekeeper or Human Resources to unlock it.

eCertify Pay Period Selection

Show entries

Search:

Select	Pay Period	From Date	To Date	Paydate	Message
<input type="checkbox"/>	17-2014	08/04/2014	08/17/2014	08/22/2014	Present Period
<input checked="" type="checkbox"/>	16-2014	07/21/2014	08/03/2014	08/08/2014	Changed after Certification.
<input type="checkbox"/>	15-2014	07/07/2014	07/20/2014	07/25/2014	Changed after Certification.
<input type="checkbox"/>	14-2014	06/23/2014	07/06/2014	07/11/2014	Printable only
<input type="checkbox"/>	13-2014	06/09/2014	06/22/2014	06/27/2014	Printable only
<input type="checkbox"/>	12-2014	05/26/2014	06/08/2014	06/13/2014	Printable only
<input type="checkbox"/>	11-2014	05/12/2014	05/25/2014	05/30/2014	Printable only
<input type="checkbox"/>	10-2014	04/28/2014	05/11/2014	05/16/2014	Printable only
<input type="checkbox"/>	09-2014	04/14/2014	04/27/2014	05/02/2014	Printable only
<input type="checkbox"/>	08-2014	03/31/2014	04/13/2014	04/18/2014	Printable only

Showing 1 to 10 of 53 entries

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Employee – eTime Statement from LEO

This is similar to the current Detailed Time Statement. Prior period adjustments and approver information have been added for eCert employees. When an employee is able to certify, “**Certify** or **Decline**” buttons will appear at the bottom of the time statement.

eCertify Time Statement

Employee:	00000002	Created on:	12/24/2014	Date	Day	Plan Hrs	Start Time	End Time	Date	Day	Plan Hrs	Start Time	End Time
Employee Name:	CHRIS	Created at:	08:18 AM	10/27	Mo	8.00	08:00 AM	04:30 PM	11/03	Mo	8.00	08:00 AM	04:30 PM
Supervisor:	STACY	Time Status:	Negative Time Entry	10/28	Tu	8.00	08:00 AM	04:30 PM	11/04	Tu	8.00	08:00 AM	04:30 PM
Pay Period:	03-2014	PSG:	Class Ex	10/29	We	8.00	08:00 AM	04:30 PM	11/05	We	8.00	08:00 AM	04:30 PM
Date Range:	10/27/2014 - 11/09/2014	Work Schedule:	M-F 8HR	10/30	Th	8.00	08:00 AM	04:30 PM	11/06	Th	8.00	08:00 AM	04:30 PM
Certified on:	11/25/2014	Approved on:	00:00:0000	10/31	Fr	8.00	08:00 AM	04:30 PM	11/07	Fr	8.00	08:00 AM	04:30 PM
Certified at:	11:04 AM	Approved at:		11/01	Sa	0.00			11/08	Sa	0.00		
		Approved by:		11/02	Su	0.00			11/09	Su	0.00		

Time and Attendance

Posted By	Date	Type	Hours	From	To	Cost Ctr	Fund	Funds Ctr	WBS	Func Area	Grant	Order	Auto
WF-CAT6	Mo 10/27/2014	2001	2.00	04:30 PM	06:30 PM								
	BLANKET APPROVAL: OGS Webinar Moderator												
WF-CAT6	Th 10/30/2014	LA	0.50	04:00 PM	04:30 PM								
	Left Early for Personal												
	Tu 11/04/2014	LH	8.00										
WF-CAT6	We 11/05/2014	2001	2.00	06:00 AM	08:00 AM								
	BLANKET APPROVAL: LCP Testing (Losing 2 days due to LH and TRN)												
WF-CAT6	We 11/05/2014	2001	2.00	04:30 PM	06:30 PM								
	BLANKET APPROVAL: LCP Testing (Losing 2 days due to LH and TRN)												
WF-CAT6	Th 11/06/2014	2001	1.50	06:30 AM	08:00 AM								
	BLANKET APPROVAL: LCP testing before conducting training class.												
WF-CAT6	Th 11/06/2014	2001	2.00	04:30 PM	06:30 PM								
	BLANKET APPROVAL: Completed several Help Desk Tickets after Training and LCP testing.												
WF-CAT6	Fr 11/07/2014	2001	1.25	06:45 AM	08:00 AM								
	BLANKET APPROVAL: LCP Testing (Losing 2 days due to LH and TRN)												

Adjusted Time and Attendance

Oper	Posted By	Date	Type	Hours	Cost Ctr	Fund	Funds Ctr	WBS	Func Area	Grant	Order
	WF-CAT6	Mo 10/27/2014	2001	2.00							
	BLANKET APPROVAL: OGS Webinar Moderator										
	WF-CAT6	Th 10/30/2014	LA	0.50							
	Left Early for Personal										
	PO0000001	Tu 11/04/2014	LH	8.00							
	WF-CAT6	We 11/05/2014	2001	2.00							
	BLANKET APPROVAL: LCP Testing (Losing 2 days due to LH and TRN)										
	WF-CAT6	We 11/05/2014	2001	2.00							
	BLANKET APPROVAL: LCP Testing (Losing 2 days due to LH and TRN)										
	WF-CAT6	Th 11/06/2014	2001	1.50							
	BLANKET APPROVAL: LCP testing before conducting training class.										
	WF-CAT6	Th 11/06/2014	2001	2.00							
	BLANKET APPROVAL: Completed several Help Desk Tickets after Training and LCP testing.										
Update	PO0000001	Fr 11/07/2014	2001	1.50							
	BLANKET APPROVAL: LCP Testing (Losing 2 days due to LH and TRN)										
	0630-0800- Corrected time and amount from 1.25 to 1.50										

Employee – eTime Statement continued

Summary								
Type	Total	Cost Ctr	Fund	Funds Ctr	WBS	Func Area	Grant	

Default Costing								
Cost Ctr	Fund	Funds Ctr	WBS	Func Area	Grant	Order	Perc	

I certify that this time statement correctly reflects my absences and attendances during this pay period and that the costing herein is correct to the best of my knowledge.

After the employee selects *Certify*, he will see a certified statement. The *Certify* button will also be removed, leaving only the *Decline* button, as this is now the only available action the employee can perform. No further action for the employee is required unless the employee decides the statement is incorrect. If the employee chooses to *Decline* the statement, “Certified” will be replaced with “Declined” and the *Certify* button will be available.

Your record was Certified on 12/04/2014

After a time statement has been certified and/or approved, the employee's and supervisor's personnel number will be populated on the signature lines, if run using ZT24e.

I certify that this time statement correctly reflects my absences and attendances during this pay period and that the costing herein is correct to the best of my knowledge.

Employee: P00123456 Supervisor: P00654321

If one or more of the two has not taken action, there will be blank signature line for each that has not taken action, when run using ZT24e.

I certify that this time statement correctly reflects my absences and attendances during this pay period and that the costing herein is correct to the best of my knowledge.

Employee: _____ Supervisor: _____

Example Email Notification

This is an example of what the employee will receive on Payroll Monday, after 1:00 pm. It is to serve as a reminder. (*The verbiage may be modified in the future and this is only as an example.*) A similar message may be released prior to the time statement being locked.

■ Workflow-System <WF-BATCH@LA.GOV>



eCertification is ready

To  Chris

Your time statement is ready for electronic certification.
Please log into LEO and go to My Info--> Detailed Time Statement and select Present Period.
You can electronically certify Monday from 1 PM to 5:45 PM, all day Tuesday, and Wednesday until 10PM.

ZT24e – Detailed Time Statement (this is the replacement for ZT24)

eTime Statement Report



Date Selection

☐ Last Period

25

2014

☒ Present Period

26

2014

☐ Other Period







Date Range

12/08/2014

To

12/21/2014

Selection Criteria

Personnel area	<input checked="" type="checkbox"/>	to	<input type="text"/>	
Employee group	<input type="text"/>	to	<input type="text"/>	
Employee subgroup	<input type="text"/>	to	<input type="text"/>	
Personnel subarea	<input type="text"/>	to	<input type="text"/>	
Time administrator	<input type="text"/>	to	<input type="text"/>	
Personnel number	<input type="text"/>	to	<input type="text"/>	

Processing Criteria

☒ Detailed Time Statment

eCertify Employees only

☐ Original Version

☐ All Versions

There are types of reports that can output: Detailed Time Statement; Original Version; and All Version. The version reports are only for eCert employees. See report descriptor for more information.

The Detailed Time Statement output is the same as the statement seen in LEO by the employee. NOTE: The Detail Time Statement in LEO is not meant to be printed for eCert employees, thus there will be no detail if the employee tries to print; the screen will be blank. If a copy is needed, the employee will need to contact their Timekeeper or Human Resources.

Original Version displays the time file as it was when payroll processed. This static and will not change.

eCertify Time Statement

Employee:	00000794	Created on:	12/19/2014	Date	Day	Plan Hrs	Start Time	End Time	Date	Day	Plan Hrs	Start Time	End Time
Employee Name:	STEVEN OLDHER	Created at:	04:02 PM	08/18	Mo	8.00			08/25	Mo	8.00		
Supervisor:	STACY CAMPBELL	Time Status:	Negative Time Entry	08/19	Tu	8.00			08/26	Tu	8.00		
Pay Period:	18-2014	PIS:	Class Ex	08/20	We	8.00			08/27	We	8.00		
Date Range:	08/18/2014 - 08/31/2014	Work Schedule:	W-F 8HR	08/21	Th	8.00			08/28	Th	8.00		
Certified on:	12/09/2014	Approved on:	09/18/2014	08/22	Fr	8.00			08/29	Fr	8.00		
Certified at:	02:38 PM	Approved at:	09:34 AM	08/23	Sa	0.00			08/30	Sa	0.00		
		Approved by:	P00015748	08/24	Su	0.00			08/31	Su	0.00		

Original Time and Attendance

Posted By	Date	Type	Hours	From	To	Cost Ctr	Fund	Funds Ctr	WBS	Func Area	Grant	Order	Auto
WF-CATs	Mo 08/18/2014	2001	1.50										
WF-CATs	Tu 08/19/2014	2001	1.00										
WF-CATs	We 08/20/2014	2001	1.50										
WF-CATs	Fr 08/22/2014	2001	1.50										
WF-CATs	Mo 08/25/2014	0062	7.00										
WF-CATs	Mo 08/25/2014	2001	1.00										
WF-CATs	Mo 08/25/2014	2001	0.50										
WF-CATs	Tu 08/26/2014	0062	7.00										
WF-CATs	Tu 08/26/2014	2001	1.00										
WF-CATs	Tu 08/26/2014	2001	0.50										
WF-CATs	We 08/27/2014	0062	7.00										
WF-CATs	We 08/27/2014	2001	0.50										
WF-CATs	Th 08/28/2014	0062	7.00										
WF-CATs	Th 08/28/2014	2001	1.00										
WF-CATs	Fr 08/29/2014	0062	7.00										
WF-CATs	Sa 08/30/2014	2001	0.50										
WF-CATs	Su 08/31/2014	2001	0.50										

Summary

Type	Total	Cost Ctr	Fund	Funds Ctr	WBS	Func Area	Grant	Order
2001	11.00							
_K-EARNED (SYS CALC)								
0062	35.00							
_OH-CALL PAY								
DFLT	80.00							
_Default Costing								

Default Costing

Cost Ctr	Fund	Funds Ctr	WBS	Func Area	Grant	Order	Percent
B153004	B15JERP	//		NOT_RELEVANT	NOT_RELEVANT		100.00
_APPLICATIONS & DATA	ESP SALARIES	NON-LIVE AGENCY DFLT		NOT_RELEVANT	NOT_RELEVANT		

I certify that this time statement correctly reflects my absences and attendances during this pay period and that the costing herein is correct to the best of my knowledge.

The employee will either have blank lines or if certified/approved the personnel numbers will be populated.

“All Versions” displays the different time statements that have been created (the information may or may not have been certified). The summary will always reflect the last version. A new version is created each time an employee certifies a time statement for that pay period.

eCertify Time Statement

Version-001 - OriginalVersion-002

Summary

Default Costing

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